

State of Nevada IT Project Oversight Committee

Meeting Minutes for December 1, 2005

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: December 1, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN	✓	Lori Bagwell, Corrections (NDOC) Finance
Kathy Ryan, DoIT	✓	Bruce Bockie, PM NDOC
Dave McTeer, IFS		Sean Harte, PM SYSCON vendor
John Stewart, NDOT	✓	Rich Stewart, NDOC data processing
Janet Pirozzi, DETR		Barbara Middleton, QA NDOC
Kathy Comba, DPS	✓	
Chuck Moltz, AG	✓	
George Trennin, DoIT	✓	
Alan Rogers, Personnel	✓	
Tom Joseph, DMV	✓	

Minutes –

The minutes from the 11/03/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	<p>Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation)</p> <p>Project manager, Bruce Bockie and the SYSCON vendor project manager, Sean Harte presented the NOTIS project to the ITPOC. The Department of Corrections Core Project Team also attended to answer questions by the committee.</p> <p>NDOC currently utilizes an obsolete MS DOS-based system for capturing and retrieving data related to its offender population. The current system, NCIS, is supported by a single individual and has limitations on its functionality based on the technology. Modern techniques of security, both physical and logical, are not possible. Information that could be critical to the safety of staff and residents is not readily available to corrections officers. The support given for victims' assistance and information is limited. The new system addresses most of these concerns. The largest gain is real time processing instead of having to wait for batch jobs to complete overnight.</p> <p>The top primary project risks are (1) cultural transition (2) system testing, (3) data cleansing /data conversion, and (4) staff resources. The primary gap in cultural transition concerns is migrating from the "green screen" to the Windows-like GUI view. Aside from 33 known changes to the SYSCON system, no modifications to this COTS system will be made unless required by statute. Lori Bagwell indicated additional project stressors which include the opening of 2 new facilities, one in January 2006 and the other in August of 2006. Prior to project implementation, these new facilities will utilize the old system to enable new facility operations. This will require the staff to learn the old system and then learn the new system shortly afterwards.</p>
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	<p>Primary project endeavors include capturing existing “as is” and “to be” work flow processes, finalizing design through pre-implementation sessions, training, old data conversions into the new system, and rollout to the facilities.</p> <p>The committee asked for an integrated project plan and was advised it would be ready by mid-December 2005. The target end date for this project is 6/30/07.</p> <p>The committee asked the project team a series of risk assessment questions and ranked the overall project risk at Medium-High. George Trennin was assigned the task of finalizing the results of the assessment into a matrix and reviewing it with the NOTIS project team. The committee also brought up the need to address two interfaces to the NOTIS system with the Department of Public Safety and the Attorney General. These will address parole and extradition notification requirements.</p>
2.	<p>Agriculture Weights & Measures Licensing and Payment project (Solicitation)</p> <p>The committee reviewed the monthly report and noted that total expenditures to date figures need to be verified. The project is on schedule for the Solicitation and Contracting Stage. So far 3 proposals have been received and are being reviewed. Next steps are to evaluate and scope the proposals, see demos, and choose vendor. Once that has been done, the project team will need to make a presentation to IFC to receive authorization to proceed with implementation.</p>
3.	<p>PUCN Electronic Filings and Records Management project (Implementation):</p> <p>The committee reviewed the monthly report and indicated that the schedule summary information for overall expenditures was missing. Need further clarification from the project manager.</p>
4.	<p>Review of the Education Bighorn project:</p> <p>The committee reviewed the monthly report and noted the project is 81% complete by the specified end-date. Another contract amendment is expected and deliverables are still outstanding. The IPR shows the project is still on target despite the outstanding deliverables. What if the project does not meet the deadline? Will the contract amendment go to the BOE? Will funds expire January 1st? If so, how are outstanding deliverables addressed?</p>
5.	<p>Review of the SOS Statewide Voter Registration System:</p> <p>No monthly report was submitted by SOS.</p>
6.	<p>Review of the Taxation Unified Tax (Phase II) project:</p> <p>The committee reviewed the monthly report and discussed that the previous Quality Assurance (QA) Manager, Vince Cherpeski, has been selected as the project manager. Interviews are scheduled to acquire two new Quality Assurance analysts to assist the project manager. As for the monthly report, the committee expressed no concerns.</p>
7.	<p>Review of the DETR Contributions Redesign project:</p> <p>The committee did not receive the expected close out report.</p>

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8.	<p>Review of the DoIT Microwave project:</p> <p>The committee reviewed the monthly reports and noted that Phase 2a was 99% complete and was waiting on final acceptance visit. Phase 3 is 93% complete with solar construction complete and the majority of outstanding incomplete work finished. Site acceptance testing is scheduled for the week of 12/5. Phase IV which focuses on replacing the aging (30+) year old analog spurs with digital technology statewide is 3% complete with all 27 sites having been visited by GP&A for initial evaluation.</p>
9.	<p>Review of monthly Wildlife Licensing project:</p> <p>The committee reviewed the monthly report and the contract completion date shows May 2006. The committee has no questions.</p>
10.	<p>MHDS AIMS to AVATAR Upgrade project Phase 3:</p> <p>The committee reviewed the monthly report and was interested in how a project 24% complete could be in the implementation phase already. A likely possibility was that implementation could be the primary function of Phase 3. The committee requests further clarification if the project is indeed on schedule.</p>
11.	<p>DCFS/DHHS AVATAR Project:</p> <p>The committee reviewed the monthly report and noted that the project would be completed by June 2006 and expressed no concerns.</p>

Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	<p>PROCESS IMPROVEMENTS:</p> <p>Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes.</p> <p>Develop a template and guide for contingency plans.</p> <p>Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule.</p>	GEORGE	Ongoing	

¹ *Action Item:* A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
136.	12/01/05	Agriculture W&M Project: Provide clarification on overall summary and expenditures in IPR after visiting with the project manager.	Barbara Middleton	Done	1/12/06
137.	12/01/05	Education Bighorn project: Find out (1) what happens if the project does not meet the deadline (2) if the contract amendment goes to the BOE (3) if funds expire January 1 st and if so, how are outstanding deliverables addressed?	Kathy	In Progress	
138.	12/01/05	Finalize the results of the risk assessment for the NOTIS project into a matrix and review it with the project team.	George	Completed	1/12/06
139.	12/01/05	MHDS AIMS to AVATAR Upgrade project: Find out if implementation is the primary function of Phase 3. If not, is the project on schedule?	Kathy	In Progress	

Next Meeting: January 12, 2006 in Kinkead Bldg, 6th Floor Conference Room

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision:* Reaching a conclusion... particularly in response to a course of action.